

**SUMMARY OF THE  
CONFERENCE MANAGEMENT COMMITTEE MEETING  
JUNE 29, 1999**

The Conference Management Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Tuesday, June 29, 1999, at 8:30 a.m. Eastern Daylight Time (EDT) as part of the Fifth NELAC Annual Meeting in Saratoga Springs, NY. In the absence of the committee chair, the meeting was led by Ms. Nancy Wentworth of the U.S. Environmental Protection Agency (USEPA), Office of Research and Development (ORD), National Center for Environmental Research and Quality Assurance (NCERQA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss agenda items that had been set forth by the committee chairperson, Ms. Marion Thompson.*

**INTRODUCTIONS**

None of the committee members were present at the meeting.

**SPONSORSHIP**

Ms. Wentworth noted that the Waste Policy Institute had contacted Ms. Thompson and indicated interest in sponsorship of future NELAC Interim meetings and Ms. Wentworth and Ms. Thompson will follow up on this interest promptly. No other potential sponsors had come forward by the beginning of the meeting.

**ABOLISHMENT OF THE CONFERENCE MANAGEMENT COMMITTEE**

A motion to abolish the Conference Management Committee has been made and will be presented to the Board of Directors. The motion is expected to go to the voting session at the end of the Annual Meeting. Justification for this action is as follows.

- The Conference Management Committee has not been called on to decide on locations for upcoming conferences as these parameters are set forth by the NELAC Constitution and Bylaws. The Interim Meetings are located in the Washington D.C. area and the Annual Meetings are held in the home state of the current chairperson of the Board of Directors.
- Contractors/subcontractors of USEPA and NELAP will arrange and coordinate meeting specifications.

The motion to abolish the committee will be discussed with Ms. Marcia Davies, chairperson of the Program Policy and Structure Committee, as this action affects the Bylaws and Chapter 1 of the NELAC Standards and the proposed changes to the Bylaws and chapter to be voted on during the Fifth NELAC Annual Meeting.

## **CONCLUSION**

Ms. Wentworth adjourned the meeting after no further comments were made to the agenda items.

**Action Items**  
**Conference Management Committee Meeting**  
**June 29, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	A motion will be proposed to the Board of Directors that the Conference Management Committee be dissolved.	6/29/99
2.	Follow up on the possibility of potential Interim Meeting sponsorship by the Waste Policy Institute.	—

**PARTICIPANTS  
CONFERENCE MANAGEMENT COMMITTEE MEETING  
JUNE 29, 1999**

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